



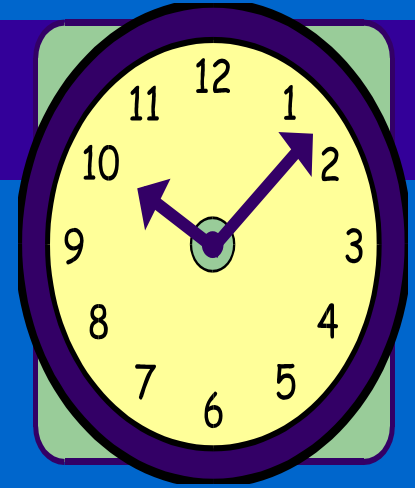
# Sexual Harassment Awareness Training



Equal Opportunity Affairs,  
Human Resources,  
and  
Organization Development Training



# Agenda



- Introduction
- Discuss Sexual Harassment
- Review Video
- Review What We Are Doing
- Summary



# Objectives

**By the end of this training, you should be able to :**

- **Define sexual harassment**
- **Identify the costs of sexual harassment**
- **Identify the types of sexual harassment**
- **Identify behaviors that constitute sexual harassment**
- **Recognize that policy prohibits sexual harassment**
- **Describe what to do about sexual harassment under TAG policy**
- **Discuss strategies to prevent sexual harassment**



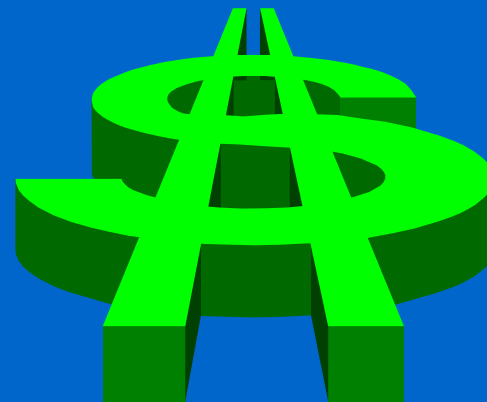
# The Cost of Sexual Harassment

- Sexual harassment nationwide appears to be on the rise
- Between 1990 and 1998, sexual harassment complaints and charges filed with the EEOC rose 150%
  - > From 6,127 to 16,000



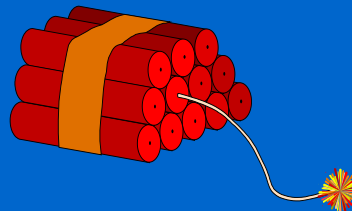
# The Cost of Sexual Harassment

- In addition to the cost of litigation, sexual harassment carries a price - in May 1999 the EEOC reported that a typical large Fortune 500 company spends an estimated \$6.7 million annually in:
  - > Absenteeism
  - > Low morale
  - > Reduced productivity
  - > Increased employee turnover



# The Cost of Sexual Harassment

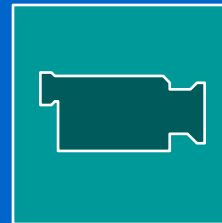
- Acting outside the course and scope of employment, a sexual harasser can be held personally liable and be sued, affecting employability and credit worthiness
- A sexual harasser can lose his/her job and suffer irreparable damage to his/her reputation
- The institution can suffer the withdrawal of federal funding, as well as other monetary damages



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# Let's Talk About It

- Time for a video . . .



# Let's Talk About It

- **How would you define sexual harassment now?**
- Sexual harassment is illegal discrimination with a sexual connotation, and is defined by the Equal Employment Opportunity Commission as: "unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature." Sexual harassment is not limited to problems involving men harassing women. It may also involve individuals of the same sex. And it may involve women sexually harassing men.





# Let's Talk About It

- **What are the different types of sexual harassment?**
  - > There are subcategories of sexual harassment: “quid pro quo” sexual harassment, “hostile work environment sexual harassment,” “sexual favoritism,” and “third party sexual harassment.” All of these forms of sexual harassment are prohibited at this agency, regardless of the context.



# Let's Talk About It

- Quid Pro Quo Sexual Harassment. The term "quid pro quo" means something for something and is a form of sexual harassment in which only supervisors can engage. This type of harassment is created when (a) a supervisor implicitly or explicitly makes unwelcome sexual activity a term or condition of employment, or (b) the acceptance or rejection of unwelcome sexual activity becomes the basis for employment decisions affecting the person claiming harassment. Quid pro quo sexual harassment has also been defined as behavior by a supervisor or other authority figure in the workplace that requires an employee to choose between submission to sexual demands or suffering job detriment. The focus of quid pro quo sexual harassment is on the employer's actions, not on the actions of the victim.



# Let's Talk About It

- Hostile Work Environment Sexual Harassment. This type sexual harassment is created when there is unreasonable interference with an individual's work, or there is an intimidating, hostile or abusive work environment. Whether or not a work environment is abusive depends on the circumstances, including the frequency and severity of the conduct, and its effect on the employee's work performance. Hostile work environment harassment is typically repetitive conduct rather than a single episode. An example would be when unfavorable working conditions are directed at only one sex, such as where consistent animosity or extreme rudeness is directed only at women. Another example would be making repeated public criticisms or derogatory remarks about women employees while privately counseling males on negative performance.



# Let's Talk About It

- **What are the different types of sexual harassment?**
  - Flirtation, innuendo, vulgar language, sexual jokes, and touching when the employee has indicated that such conduct is unwelcome are usually considered hostile work-environment sexual harassment. An important point to remember, however, is that the harassing conduct need not be explicitly sexual in nature. The **key element of hostile work-environment sexual harassment is that *the harassment occurs because of the victim's sex.***
  - Of course, the form and content of hostile work-environment sexual harassment varies greatly depending on the setting and the people involved.



# Let's Talk About It

- Verbal:

- making sexual comments about a person's physical characteristics
- making sexual comments or innuendoes either directed towards the person or in general telling off-color, sexually-based jokes or anecdotes
- using vulgar, sexually explicit language
- asking explicit questions about one's sex life, fantasies, preferences
- making comments that are either explicitly or implicitly sexual in nature about a person's clothing, body shape or look



# Let's Talk About It

- Verbal:

- making sexual comments about a person's physical characteristics
- asking a person for dates, repetitively, when that person has turned you down
- using sexually derogatory terms to refer to women as girls, chicks, foxes, babes, honey, darling, bitch; to refer to men as stud-muffin, boy toy, son of a bitch, bastard, prick
- whistling, making kissing sounds or vulgar smacking sounds
- rumor-mongering about a person's sex life
- making supposedly light comments that indicate sexual interest in the other party such as "You know I need you baby!"



# Let's Talk About It

- Non-Verbal:

- giving unsolicited or inappropriate personal gifts, such as lingerie, sex books or any gift inappropriate in nature
- writing personal, sexually suggestive notes, sending unwelcome cards
- keeping nude or suggestive photos, calendars, ads, or cartoons posted in the workplace
- staring at someone repetitively or in a suggestive manner
- giving someone the once-over, the up and down
- licking lips, throwing kisses, making inappropriate facial expressions
- making sexual gestures or representations of sexual acts through hand or body movements



# Let's Talk About It

- Physical:

- touching a person's clothing, hair or body
- standing inappropriately close to a person and then brushing them
- hugging or engaging in other physical touching such as kissing, when no such activity has been invited
- rubbing against another in a sexual manner
- giving an uninvited massage to a person's neck or shoulders
- pushing someone's hair out of their face accompanied with stares





# Let's Talk About It

- **What are the different types of sexual harassment?**
  - > Sexual favoritism. Sexual favoritism occurs when an individual receives positive job or class actions (hiring, training, promotion, fringe benefits, assignments, etc.) as a result of his/her submission to requests for unwelcome sexual favors from a supervisor. It is sexual harassment because the other co-workers or students failed to be similarly, hired, trained, promoted, or favored as the one who was favored. Submission to sexual advances or harassing behavior should not be a basis for favoritism in employment.

# Let's Talk About It

- **What are the different types of sexual harassment?**
  - Third party sexual harassment. Third party sexual harassment is sexual harassment by a coworker. Any such incidences of third party sexual harassment by volunteers, visitors, or employees must be reported. The employer can be held liable for third party sexual harassment when the employer knew or should have known of the harassment and failed to take prompt and effective action to deal with it

# Let's Talk About It

- What do you think sexual harassment might look like in the Agency?
  - > Among staff
  - > Among Military
  - > In the Field
- The Agency can be held liable if the Agency knew or should have known of the harassment and failed to take prompt and effective action



# Sexual Harassment Policy

- **What is Agency Policy regarding sexual harassment?**
- **Sexual harassment at this agency will *not* be tolerated** and may be subject to disciplinary action, up to and including *termination of employment*. Discrimination of any kind, including sexual harassment, a form of sex discrimination, severely undermines the TAG's strategic objective of encouraging and supporting diversity; it simply will not be tolerated.

# Sexual Harassment Policy

- **What is prohibited discrimination?**
- The most common forms of discrimination are prejudice and stereotyping (supposition regarding individuals based on their identification with a group). Stereotyping women regarding their abilities and qualifications in the workplace caused the enactment of the comprehensive set of laws prohibiting sex discrimination and securing the promise of equal opportunity for everyone.
- Federal, state, and local laws prohibit discrimination on the basis of sex. If an employee's sex is a motivating factor in a decision related to the terms and conditions of employment, then the employer has engaged in unlawful discrimination. Again, sexual harassment and/or discrimination at this agency **will not be tolerated** and will be grounds for dismissal.



# Sexual Harassment Policy

- **Provides a reporting process for sexual harassment**
  - > **Tell the harasser to stop - that the behavior is unwelcome and unacceptable**
  - > **Tell your supervisor, the department head, or the supervisor's/departments head's supervisor of the offensive behavior**
  - > **Tell the Human Resources office**
    - > (785/274-1391; 785-274-1392; 785/274-1393; 785/274-1386; or 785/274-1460)



# Sexual Harassment Policy

- **Who can file a sexual harassment complaint?**
  - > **The person who believes he/she has been sexually harassed**
  - > **Any person on behalf of any other person**
    - **Any employee who has knowledge of alleged sexual harassment**
    - **Agency employees (military or staff) who are in supervisory positions and who are aware of, or become aware of, possible instances of sexual harassment**



# Sexual Harassment Policy

- **Who must report sexual harassment?**
  - > **Supervisory employees: administrative personnel, or any employee who supervises one or more employees, Military leadership**
- **Who can help deal with the effects of sexual harassment?**
  - > **Human Resources – 785-274-1460**
  - > **Employee Assistance Program – 1-888-275-1205**
  - > **Military EEO – 785-274-1166**





# Sexual Harassment Policy

- **RETALIATION PROHIBITED**
- **Federal and state laws prohibit an employer, including supervisors, from retaliating against an employee because that person either complained formally, or in some cases informally, about a violation of the laws outlined above.** The agency encourages employees to report any violations of the anti-discrimination laws described above or of agency policies. Each employee is assured of protection from any retaliation resulting from the reporting of such problems. Should any employee experience a situation they believe to be retaliatory in nature, he/she should immediately report it to a supervisor, or to Human Resources.
- **Anyone who engages in retaliation against an employee or a student who has in good faith reported a violation of the laws outlined above or of an agency policy is subject to discipline up to, and including dismissal.**



# Sexual Harassment Prevention

- Heed the “dos” and “don’ts”
- Implement internal policies against all forms of discrimination - then enforce these policies
- Investigate sexual harassment complaints promptly, thoroughly, and fairly
- Protect against and do not permit retaliation
- Sexual harassment - don’t even think about it



# Summary

- Sexual harassment is wrong and prohibited not only by TAG policy, but by Federal and State law
- A commitment to fostering an atmosphere free of sexual harassment is a key element of the TAG vision and values
- Every employee, military or civilian, has an opportunity or an obligation to report sexual harassment
- By working together we can create a fair and open professional environment for all



# Summary

- A key component of agency's vision statement is to promote professional excellence by creating and maintaining an environment free from discrimination and harassment, and especially so regarding sexual harassment. To this end, the agency has created strict antidiscrimination and anti-harassment policies and procedures detailing prohibited actions and providing processes for reporting any perceived violation of these policies. By working together, we can create a fair and open professional working environment for all.



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# Completion of Training

The final step in this training is to complete the

Sexual Harassment POST-Training Assessment.

Your assessment scores and completion certificate will be sent to you by Human Resources.

